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Document Division Services and Facilities

1. The Document Division serves as the Agency's clearing house for the receipt and dissemination of CIA and Non-CIA intelligence documents and Non-CIA cables in accordance with the requirements of the various agency components and outside intelligence agencies. In addition, copies of the documents are filed in the CIA Library on microfilm or in hard copy and on a selected basis indexed into the CIA Intellofax System and the monthly Intelligence Publications Index (IPI).

2. The Intellofax System includes a classification scheme known as the Intelligence Subject Code (ISC), a catalog of machine index cards containing descriptions of indexed documents and arranged according to subject and area codes, and a set of procedures for extracting references pertinent to the given intelligence problem and listing them for the user on a facsimile tape. The ISC is maintained and published by the Analysis Branch.

3. The IPI is a reader's guide to selected intelligence studies and periodicals. It carries a complete citation for each study or article indexed, and presents each under appropriate area and subject headings. It is distributed on a retention basis for reference use in the research offices and libraries of the intelligence community.

4. Inquiries concerning the following matters should be directed to the branches or sections indicated.

- a. Information on or copies of Non-CIA cables received by the Agency to Cable Section on extension 3573.
- b. Information on office dissemination requirements, the indexing of documents and use of the Intelligence Subject Code (ISC) and the monthly Intelligence Publications Index (IPI) to Analysis Branch on extension 2563.
- c. Information on Top Secret control service and documents to Central Top Secret Control on extension 4583.
- d. Release of CIA finished intelligence publications including release to [REDACTED] to Release Section on extension 571.
- e. Information on the Agency classification control system and the regrading of specific documents to Central Regrading Index on extension 8060.
- f. Information on abbreviations of foreign and international organizations contained in the Agency file and maintained by Analysis Branch on extension 3400.

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